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DD/S&T# 3896-67

OEL-442/67

26 September 1967

**MEMORANDUM FOR:** Chief, Analysis Division  
Chief, Air Systems Division  
Chief, Ground Systems Division  
Chief, Policy Guidance Branch, Staff  
Chief, Plans and Programs Branch, Staff  
Chief, Administrative Services Branch,  
Staff

**SUBJECT:** Monthly Internal Training Program

1. The Monthly Internal Training Program will resume during October. The first speaker will be [redacted] Special Assistant to the DD/S&T, who will discuss the subject "The Project Officers Handbook and Coordination of R&D Activities". The program will be held in the Situation Room (Room 2224) beginning at 0900 hours, 19 October.

2. You may be aware that DD/S&T is assuming an increasingly important role in the review and coordination of Agency funded R&D activities. Further, the Project Officers Handbook serves as the authoritative DD/S&T instruction for a variety of matters related to the R&D project approval process. On the basis of these two important subjects, it is strongly recommended that project officers make every effort to attend [redacted] presentation. Please advise [redacted] of the names of personnel who plan to attend. Request this information be furnished by the close of business, 17 October.

3. In coming months, we plan to have other Agency officials participate in the program with the November presentation probably to be presented by [redacted] [redacted] who will cover the subject of Agency

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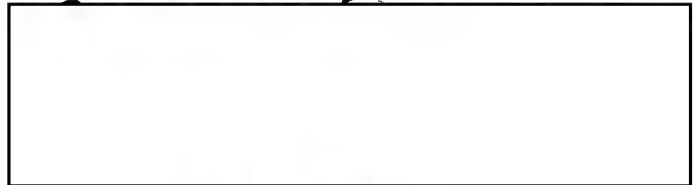
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Planning, Programming and Budgeting . The exact  
date and time for this presentation will be  
announced later.

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Chief of Staff  
Office of SLIST  
DD/S&T

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